



Arizona Department of Real Estate (ADRE)

Auditing and Investigations Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix Arizona 85007

KATIE HOBBS GOVERNOR

SUSAN NICOLSON COMMISSIONER

USE OF OFFSITE STORAGE / ELECTRONIC STORAGE / ELECTRONIC MANAGEMENT SYSTEMS

Submit completed form and attachments to the Department through the Department Message Center Click Here

1. EMPLOYING BROKER / ENTITY INFORMATION:

Form section 1: Designated Broker (DB) or Self-Employed Broker (SE) Name, License Number, Employing Broker / Entity Name, License Number, Physical Address, Mailing Address, Phone, and Email Address.

2. OFFSITE STORAGE LOCATION FOR HARD COPY (PAPER) FILES (A.R.S. §§ 32-2151.01.A; 32-2175.A; 32-2175.C):

Form section 2: Records are stored at (Broker's Home / Commercial Storage Facility), Name of Commercial Storage Facility, Physical Address, Name of Statutory Agent, Name of Law Firm, Physical Address.

3. ELECTRONIC RECORDS STORAGE (A.R.S. § 32-2151.B.2):

Form section 3: Records are stored (Broker's Computer System / With Third-Party Vendor), Name of Third Party Vendor, Business Address of Third Party Vendor, Broker Maintains a back-up of Electronic Files.

4. ELECTRONIC MANAGEMENT SYSTEM (TRANSACTION AND FINANCIAL RECORDS) (ADRE SPS No. 2010.01):

Form section 4: Employing Broker Utilizes (Electronic Transaction Management System / Property Management Financial Software), Name of System/Software, Business Address of Vendor, Broker Maintains a back-up of Electronic Files.

Broker's Signature

Date